

Every Child Ready to Read Coordinator

Dept: Library

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work recruiting and training workshop volunteers, conducting educational workshops for parents and caregivers to promote pre-literacy skills, personalized learning opportunities to children and families, facilitating program success by acting as an advocate and coordinating with similar organizations, and related work as apparent or assigned. Work is performed under the limited supervision of the Librarian.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Recruits and trains volunteers in ECRR concepts, techniques and instruction to serve as workshop instructors.
- Plans, organizes and facilitates workshops for parents at library and community centers/day cares.
- Schedules volunteers and conducts educational workshops for parents and caregivers.
- Documents output and outcome measures for program evaluation.
- Promotes workshops in community and recruits participants.
- Collaborates and maintains open communications with other similar programs and community agencies.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of subject(s) and references taught; thorough knowledge of education principles, practices and procedures; thorough knowledge of standard office equipment and applicable hardware and software; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of child development and assessment of young children; general skill operating a motor vehicle; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to act as a liaison for families needing services not provided by the County; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, parents and children.

Education and Experience

Bachelor's degree with coursework in early childhood education, teaching, or related field and one to three years experience working with early childhood clients, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and lifting and occasionally requires walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or

Every Child Ready to Read Coordinator

quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- None

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date